



Wednesday, November 25, 2015

Marlene H. Dortch, Secretary  
Federal Communications Commission  
Office of the Secretary  
445 12<sup>th</sup> Street SW  
Washington, DC 20554

RE: CC Docket No 02-6 - Request for Waiver and Extension of Invoice Deadline

Billed Entity Name: MSD Shakamak  
Billed Entity Number: 130644  
471 Number: 954176  
FRN: 2657961  
SLD Invoice No.: 2244588

Dear Ms. Dortch;

We request a waiver of the invoice filing deadline for FRN 2657961, SLD Invoice No. 2244588. This BEAR was posted to the USAC online system on October 5, 2015 (see attachment A - BEAR Invoice). The service provider, New Deal Multimedia, LLC believed they had certified it before the invoice filing deadline, October 28, 2015. This is demonstrated by the email from Charles Garwood, dated October 26, 2015 (see attachment B – email & letter from Charles Garwood). Unfortunately, Mr. Garwood's lack of familiarity with the USAC online BEAR system caused him to miss a checkbox on the form and effectively cancel the BEAR. Neither Mr. Garwood nor I were aware of his error until we received the BEAR Notification Letter approving payment of \$0 (see attachment C – Form 472 BEAR NL). This letter was mailed after the invoice deadline, on November 4<sup>th</sup> and I did not receive it until November 9, 2015. We believe that Mr. Garwood's failure to check a box on the online form was a ministerial error



caused by his lack of familiarity with the system. We request that the Commission waive the invoice deadline for FRN 2657961 in accordance with the Bishop Perry Order. Once we are granted an extension we will repost the BEAR. Mr. Garwood has assured us all appropriate boxes will be checked. Mr. Garwood's error, a simple error that anyone could make, becomes a financial issue for the District only because he made it so close to the invoice deadline. It would be in the best interest of our students for the Commission to waive the invoice deadline and grant us an extension.

Thank you,

Linda Sittloh  
E-Rate Contact  
PO Box 97  
Centerville, IN 47330  
Toll-Free (866.855.1845 x1004)  
Fax (765.855.1615)

Enc.  
Attachments A, B, C

# Attachment A

[Need Help?](#)

[BEAR Home](#)

[New BEAR Form](#)

[Track Form](#)

[Bulk Download](#)

[Terms and Conditions](#)

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## View BEAR Invoice

 [PRINTABLE PAGE](#)

The following invoice has been successfully submitted for certification:

Invoice ID: 2244588

Created on 9/15/2015 6:31 PM

Last updated on 9/15/2015 6:31 PM

Applicant Form Identifier 2014-266 New Deal

### Block 1: Header Information

[Need Help?](#)

1. Billed Entity Name	2. Billed Entity Number	3. Service Provider
METRO SCH DIST OF SHAKAMAK	130644	Identification Number (SPIN)
		143039736
4. Contact Name	Linda Sittloh	
5. Contact Telephone Phone	( 765 ) 855-1612	
Contact Fax	( 765 ) 855-1615	
Contact Email	lindas@adtecerate.com	

6. Total Reimbursement Amount  
(total from Block 2, Column 14)  
\$ 2400

### Block 2: Line Item Information Per Funding Request Number

[Need Help?](#)

7. FCC Form 471 Application Number	8. Funding Request Number (FRN)	10. Customer Billed Date	11. Shipping date to Customer or Last Day of Work Performed (mm/dd/yyyy)	12. Total (Undiscounted) Amount for Service	13. Discount Rate	14. Discount Amount Billed to USAC (Column 12 multiplied by Column 13)	Approval Status
(from Funding Commitment Decision Letter)	(from Funding Commitment Decision Letter)						
1) 954176	2657961	7/1/2014		\$ 3000.00	80	\$ 2400.00	AWAITING SP CERTIFICATION

### Block 3: Billed Entity Certification

[Need Help?](#)

#### Contact Information for Billed Entity Authorized Person:

By logging into your account using your PIN, checking this box, and clicking the "certify" button at the end of the form, you have electronically signed the form. You are reminded that an electronic signature is the same as a handwritten signature on the form. To see a copy of the Terms and Conditions to which you previously agreed, please click on the "Terms and Conditions" menu above.

Submission Date 9/15/2015

17. Name MICHAEL J. MOGAN  
18. Title/Position SUPERINTENDENT  
20. Address 1 9233 Shakamak School Road  
Address 2  
City JASONVILLE  
State IN  
Zip Code 47438 - 9511

19. Phone Number ( 812 ) 665-3550  
19a. Fax Number ( 812 ) 665-5001  
19b. Email MMOGAN@SHAKAMAK.K12.IN.US  
19c. Name of Authorized Person's Employer MSD Shakamak

**27. Applicant Remittance Information**

Name Pam Jerrells  
Title/Position Treasurer  
Phone Number ( 812 ) 665-3550  
Address 1 9233 Shakamak School Road  
Address 2  
City Jasonville  
State IN  
Zip Code 47438

**Additional Comments:**

We are filing for 12 months (annual of funding year 2014. (July 1, 2014 thru June 30, 2015). Thank you.

OMB Number 3060 - 0856 Form 472

[SLD Home](#) | [Contact Us](#)

Client Service Bureau: 1-888-203-8100

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# Attachment B (1 of 2)

**Linda Sittloh**

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**From:** Linda Sittloh  
**Sent:** Monday, October 26, 2015 6:38 PM  
**To:** 'Charles Garwood'  
**Subject:** RE: AdTec - BEAR approval

Thank you for your prompt attention on this reimbursement.

*Linda Sittloh*

Linda Sittloh  
AdTec, Inc  
PO Box 97  
Centerville, IN 47330  
765.855.1612 (office)  
765.855.1615 (fax)  
lindas@adtecerate.com

**From:** Charles Garwood [mailto:cgarwood@newdealmultimedia.com]  
**Sent:** Monday, October 26, 2015 6:25 PM  
**To:** Linda Sittloh <lsittloh@adtecerate.com>  
**Subject:** RE: AdTec - BEAR approval

Linda,

They should be certified now. Let me know if you have any questions.

Thanks,  
Charles

**From:** Linda Sittloh [mailto:lsittloh@adtecerate.com]  
**Sent:** Monday, October 26, 2015 4:57 PM  
**To:** Charles Garwood  
**Subject:** FW: AdTec - BEAR approval

Charles,

On October 5<sup>th</sup> -- I filed for BEAR reimbursements Form 472 for the following schools. The current status indicates "pending validation". You will need to certify the form to indicate your approval.

Southwest School Corporation (130733)  
ID #2258301

MSD Shakamak (BEN 130644)  
ID # 2244588

This deadline is Wednesday, October 28<sup>th</sup> to process these reimbursement. If you need help please call the Vendor Help Desk Toll Free Line at 888.641.8722 and they can walk you through the process.

Thank you.

Attachment B

(2 of 2)



PO Box 3885  
West Lafayette, IN 47996  
812-512-4998  
[www.newdealmultimedia.com](http://www.newdealmultimedia.com)

To whom it may concern:

On October 26<sup>th</sup>, I attempted to approve and certify the BEARS forms that were submitted by Southwest School Corporation and MSD Shakamak. After going through the online system and submitting the certification, the website showed that these had been approved. However, I received a notice that \$0.00 was approved for each school. Upon further inspection, it was brought to my attention that there was a checkbox that I had failed to check, and this caused the certifications to be cancelled.

It was my intent to approve and certify these amounts so that they could be paid out to the schools. I never received any notice that they were cancelled, and if I had I would have worked to fix the error before the Oct. 28<sup>th</sup> deadline.

If you have any questions, feel free to contact me by email at [cgarwood@newdealmultimedia.com](mailto:cgarwood@newdealmultimedia.com), or by phone at 812-512-4998.

Regards,

Charles Garwood  
New Deal Multimedia, LLC





Universal Service Administrative Company

Attachment C

Schools and Libraries Division

Form 472 (BEAR) Notification Letter

November 4, 2015

Charles Garwood  
New Deal Multimedia LLC  
PO Box 3885  
West Lafayette, IN 47996

Re: Invoice Number - as assigned by USAC: 2244588  
Service Provider Identification Number: 143039736  
Reimbursement Form Number: 2014-266 New Deal  
Billed Entity Number: 130644

Linda Sittloh  
METRO SCH DIST OF SHAKAMAK  
PO Box 97  
Centerville, IN 47330

Preferred Mode of Contact: E-mail at [lindas@adtecerate.com](mailto:lindas@adtecerate.com)  
Total Amount of Reimbursement Approved for Payment: \$0.00

This letter is your notification that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has processed an FCC Form 472, "Billed Entity Applicant Reimbursement (BEAR)" Form from the above named applicant listing you as the service provider. USAC has committed to reimburse the discounted portion of the cost of eligible services provided to eligible entities pursuant to one or more FCC Forms 471, "Description of Services Ordered and Certification Form".

In certain instances, a line may not have been paid. Review the BEAR Letter Applicant Reimbursement Report (Report) following this letter for the reason(s) this may have occurred. For more information about lines that have not been paid, see the explanation of Invoice Error Codes in Step 9 on our website. Work with the applicant (your customer) to correct any errors. Once corrected, your customer may submit a new BEAR to request reimbursement for any unpaid lines.

We recommend using the BEAR Online tool from the Apply Online area or Required Forms section of our website for additional submissions. If a new BEAR cannot be submitted before the invoice deadline passes, you or your customer may submit a request for a deadline extension. (See "Invoice Deadlines and Extension Requests" posted in the SLD section of our website for more information.)

Pursuant to the Federal Communication Commission's (FCC) Second Report and Order and Further Notice of Proposed Rulemaking (FCC 03-101, released April 29, 2003), you must remit the amount shown as "Total Amount of Reimbursement Approved for Payment" above to your customer no later than 20 days after receipt of payment of the approved discounts from USAC. You also agreed not to tender or make use of the payment of the approved discounts issued by USAC to you prior to remitting the discount to your customer (See BEAR Form, Block 4, Service Provider Acknowledgment).

The USAC check should be mailed to the service provider named above within 20 days of the date of this letter.

Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)

The maximum remaining amount available for each Funding Request Number (FRN) listed on the Report will be the original commitment less the amount approved herein for reimbursement and less any earlier disbursements to your customer.

PLEASE NOTE: The type of invoice form (BEAR or SPI) for the funding year is established by the receipt and approval of the first invoice submitted for the FRN for the funding year. For example, if we successfully process a BEAR for an FRN, we will not approve a SPI for that same FRN at a later time.

Please see the Guide to Letter Reports posted on our website for an explanation of the items listed in the attached Report.

COMPLETE PROGRAM INFORMATION is posted on our website. You may also contact our Client Service Bureau using the "Submit a Question" link on our website, toll-free by fax at 1-888-276-8736 or toll-free by phone at 1-888-203-8100.

Schools and Libraries Division  
Universal Service Administrative Company

CC: METRO SCH DIST OF SHAKAMAK



BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT

Form 471 Application Number: 954176  
Funding Request Number: 2657961  
Funding Year 2014: 07/01/2014 - 06/30/2015  
Contract Number: MTM  
Funding Commitment Decision: \$2400.00  
Reimbursement Amount for this FRN: \$0.00

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